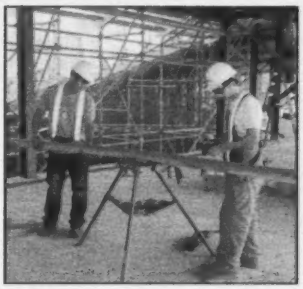
Saskatchewan Apprenticeship and Trade Certification Commission



2012-13
ANNUAL REPORT

Government of Saskatchewan

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Letters of Transmittal

October 2013

The Honourable Vaughn Solomon Schofield
Lieutenant Governor of Saskatchewan
4607 Dewdney Avenue
REGINA SK S4T 1B7

Your Honour:

I have the privilege to present the Saskatchewan Apprenticeship and Trade Certification Commission Annual Report for the year ending June 30, 2013. The financial statements included in the report were prepared in accordance with The Apprenticeship and Trade Certification Act,1999.

Respectfully submitted,

Bill Boyd
Minister Responsible for the
Saskatchewan Apprenticeship and Trade Certification Commission

October 2013

Honourable Bill Boyd
Minister Responsible for the Saskatchewan Apprenticeship
and Trade Certification Commission
Room 340, Legislative Building
REGINA SK S4S 0B3

Dear Minister Boyd:

We have the honour to present the Annual Report of the Saskatchewan Apprenticeship and Trade Certification Commission for the period July 1, 2012 to June 30, 2013.

Respectfully submitted,

Garry Kot
Commission Board Chairperson

Jeff Ritter
Chief Executive Officer

A Message from the Commission Board Chairperson

With great pleasure, I present the 2012-13 Saskatchewan Apprenticeship and Trade Certification Commission's (SATCC) Annual Report on behalf of the SATCC Board of Directors. The report is a reflection of the progress and commendable results of the Commission over the past year.

The SATCC is an excellent example of the power of partnerships, as it brings together industry, government, educators, and apprentices. The industry-led Board of Directors provides the framework for operations of the SATCC.

In the fall of 2012, the Board completed the 2012-2017 Strategic Plan, which outlines the key fundamental goals of Training, Advocacy, Funding, Industry Needs, and Efficiency. The SATCC Senior Management Team created an Operational Plan as a roadmap to achieve the strategic goals.

The Board of Directors functions effectively and efficiently because of the shared goals and vision for the apprenticeship system. The Board is made up of employers and employees from the Agriculture, Tourism and Service Sector; the Construction Sector; the Production and Maintenance Sector; the Motive Repair Sector; the Government of Saskatchewan; and key demographic representatives. Each Board member brings a unique perspective to the collective voice of the Board as a whole. I would like to thank each of these volunteer members for their time and enthusiasm.

I would like to thank departing Board members Marral Thompson, Theresa Hards, Clarence George and Vince Morrisette; and welcome Troy Knipple, Gord Heidel, Rupen Pandya, Leonard Manitoken and Roxanne Ecker, who joined the board in 2012-13.

In addition to strategic planning, the Commission Board also began a process to understand and adopt best practices related to risk management. As part of this, the Board received an update on risk management activity already in progress by Management, and engaged in its own process for identification and assessment of risks for incorporation into the Commission's risk management plan.

The Commission Board also completed the hiring process of Jeff Ritter as CEO of the SATCC, and ensured a smooth transition upon the retirement of former CEO Joe Black. I would like to thank both Jeff and Joe for their leadership through this period and beyond.

The Trade Boards, Curriculum and Examination Development Boards and Trade Examining Boards continue to create a strong and high quality standard of excellence in their respective trades, which is made possible through the dedication of the approximately 600 volunteers who sit on these boards.

Garry Kot, Commission Board Chairperson

A Message from the Chief Executive Officer

The Saskatchewan Apprenticeship and Trade Certification Commission continues to deliver on its vision of a skilled and representative trades workforce, industry trained and certified, and I am pleased to present this success in the 2012-13 Annual Report.

This past fiscal year was one of transition within the SATCC, but the results have demonstrated that it was a seamless transition. Through Lean Process Mapping completed the previous year, the Commission was well placed to ensure continued success.

The importance of skilled trades in Saskatchewan continues to dominate the conversation in labour market needs. Apprenticeship is the answer to enabling Saskatchewan people to fill these needs in the future.

On June 30, 2013, there were 10,023 apprentices registered with the SATCC. Throughout the 2012-13 year, 14,170 apprentices received services from the SATCC. Each year, growth continues. In addition, the SATCC completed completion rate research in 2013, and determined a Real Completion Rate of approximately 65%, which confirms anecdotal evidence that the SATCC is successful in meeting much of Saskatchewan's demand for skilled labour.

The Annual Report documents the operational activities, performance results, and financial results from July 1, 2012 to June 30, 2013. This document reports on the activities and achievements of the SATCC as related to goals, key actions and performance measures outlined in the SATCC 2012-17 Strategic Plan and the 2012-13 Business Plan. We are proud to report our accomplishments to the public, our stakeholders, and the Government of Saskatchewan.

In addition to fulfilling its mandate of training apprentices through an efficient system, the SATCC also manages successful programs to increase the number of apprentices and journeypersons, in all demographics and in underrepresented groups in particular. The Aboriginal Apprenticeship Initiatives, the Blue Seal Program, the Saskatchewan Youth Apprenticeship Program, and the Saskatchewan Youth Apprenticeship Industry Scholarships are key areas of great success. The SATCC has also worked closely with its largest technical training provider, the Saskatchewan Institute of Applied Science and Technology (SIAST), in order to identify areas for additional process efficiency.

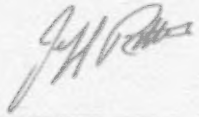
The SATCC continues to reach out to partner organizations in order to expand the impact of programs, messaging and reach.

I would like to thank the Board of Directors, which provides the direction for the SATCC. Through their expertise, the members have created a Strategic Plan that will take the SATCC to even more impressive results in the future. The Board of Directors represents industry, who take on the largest responsibility of training apprentices in Saskatchewan. Thank you as well to our industry partners for your support and dedication to apprenticeship.

Thank you to the Government of Saskatchewan, through the Ministry of the Economy, for their dedication to the apprenticeship system, and their commitment to ensuring a high quality, skilled workforce in the province.

And finally, thank you to the staff at the SATCC for creating a strong and sound apprenticeship and trade certification system, that allows for apprentices to thrive as they journey to certification.

We look forward to following through on the goals of the 2012-17 Strategic Plan to create a stronger, flourishing apprenticeship system.



Jeff Ritter

Alignment with Government's Direction

The SATCC's activities in 2012-13 aligned with Government's vision and four goals:

Our Government's Vision:

A strong and growing Saskatchewan, the best place in Canada – to live, to work, to start a business, to get an education, to raise a family and to build a life.

Government's Goals:

- Sustaining growth and opportunities for Saskatchewan people.
- Improving our quality of life.
- Making life affordable.
- Delivering responsive and responsible government.

Together, all ministries and agencies support the achievement of Government's four goals and work towards a secure and prosperous Saskatchewan. The SATCC supports the Saskatchewan Plan for Growth , and the Government of Saskatchewan's vision for 2020 and beyond.

The SATCC plays a critical role in sustaining growth and opportunities for Saskatchewan people, and continues to work collaboratively to achieve common goals with the Government of Saskatchewan.

The apprenticeship system provides training for those who are already employed and contributing to the labour market. Apprenticeship training differs from supply side pre-employment type training programs that are generally offered in post-secondary training institutions to prepare graduates for entry into the workforce. Apprentices are indentured after becoming employed, and therefore training apprentices is meeting the demand to grow the labour force. Certification is provided to apprentices and trade qualifiers to provide highly skilled labour for in-demand jobs.

The SATCC continues to demonstrate strong leadership in apprenticeship and trade certification throughout Canada that ensures program effectiveness and continued improvement.

Commission Overview Section

Authority

The Apprenticeship and Trade Certification Act, 1999 establishes the Commission as a corporation and agent of the Crown, and authorizes it to manage the apprenticeship and trade certification system in Saskatchewan.

The Commission is given the authority to make regulations to ensure the efficient and effective operation of the apprenticeship system and to meet the needs of industry in a timely manner. Through the industry board structure and the Act, the Commission is accountable to the industry it serves and the Government of Saskatchewan.

The Commission reports to the Minister of the Economy, who is responsible for the administration of *The Apprenticeship and Trade Certification Act, 1999*. The Commission has 72.4 full time equivalent (FTE) positions and operates nine offices across Saskatchewan.

Vision and Mandate

The Commission uses its human, financial and capital resources to achieve its vision and mandate through key programs and operations.

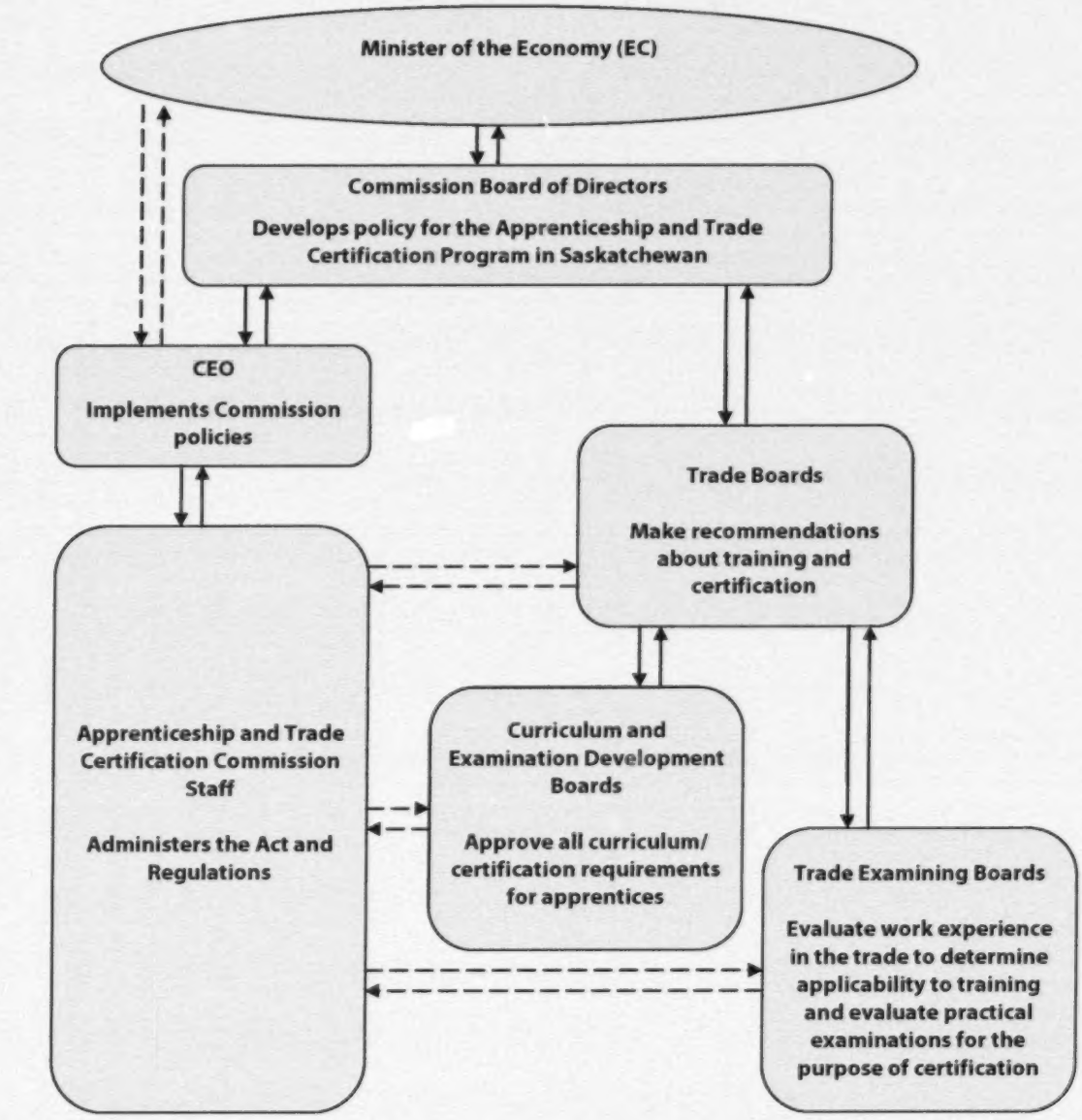
The following principles and values guide the Commission's work both internally and externally:

- Industry-focus
- Collaboration
- Responsiveness
- Equity
- Transparency
- Accountability
- Innovation
- Excellence

Vision
A skilled and representative trades workforce, industry trained and certified.

Mandate
To develop and execute a relevant, accessible and responsive apprenticeship training and certification system to meet the needs of employers, apprentices, journeypersons and tradespersons.

Governance


Minister of the Economy (EC)
Commission Board of Directors
Develops policy for the Apprenticeship and Trade Certification Program in Saskatchewan
CEO
Implements Commission policies
Trade Boards
Make recommendations about training and certification
Apprenticeship and Trade Certification Commission Staff
Administers the Act and Regulations
Curriculum and Examination Development Boards
Approve all curriculum/ certification requirements for apprentices
Trade Examining Boards
Evaluate work experience in the trade to determine applicability to training and evaluate practical examinations for the purpose of certification
indicates direct reporting relationship
indicates communications/working relationship

Operational Activities

The following responsibilities and activities are key to the Commission fulfilling its mandated and legislated responsibilities.

- Develop and implement an annual technical training plan for registered apprentices.
- Develop and administer examinations.
- Administer journeyperson certificates.
- Administrative support for apprenticeship registration and record keeping for all Saskatchewan apprentices and journeypersons.
- Assess apprentice work experience and prior learning.
- Monitor on-the-job apprenticeship programs and regulate through employer visits.
- Initiate and maintain partnerships with industry, government, other jurisdictions and various stakeholders.
- Administer apprentice allowances for technical training.
- Lead and participate in interprovincial apprenticeship and trade certification and related activities.
- Administrative support and facilitation of Commission and Trade Board activities.
- Develop and implement program promotion and awareness materials and campaigns.
- Prudent management of financial and human resources.

Board of Directors

A Board of Directors of up to 20 members is appointed by the provincial government to govern the Commission. Twelve members are selected by industry, based on sectors and equally representing employers and employees. the remaining Board members are selected by the Minister Responsible for the Commission and represent other stakeholders in the apprenticeship and trade certification system, including government, training providers and equity groups.

A matrix of skills and representation helps ensure the Board collectively will have the necessary personal attributes, skills and competencies required to:

- add value and provide support for the CEO in establishing strategy and reviewing risks and opportunities;
- effectively monitor the performance of the CEO and the SATCC; and
- publicly account for the performance of the organization.

The Board undertakes a self evaluation on a biannual basis.

Commission Board Membership – as of June 30, 2012

For individual Board member biographies, please visit the SATCC website at http://www.saskapprenticeship.ca/about-us/commission-board/

Commission Board Chairperson

- Garry Kot – Construction Sector Employee Representative

Commission Board Vice-Chairperson

- Doug Christie – Construction Sector Employer Representative

Commission Board Members

Agriculture, Tourism and Service Sector

- Theresa Hards – Employee Representative (resigned April 8, 2013 – position vacant as of June 30, 2012)
- Linda Turta – Employer Representative

Construction Sector

- Monte Allan – Employer Representative
- Gregory Gaudet – Employee Representative
- Troy Knipple – Employee Representative (appointed December 5, 2012)
- Brent Waldo – Employer Representative

Motive Repair Sector

- Tim Earing - Employee Representative
- Bryan Leier - Employer Representative

Production and Maintenance Sector

- Jim Deck – Employer Representative
- Clarence George – Employee Representative (resigned January 9, 2013 – position vacant as of June 30, 2013)

Other

- Vince Morrissette - First Nations (cancelled December 5, 2012)
- Leonard Manitoken - First Nations (appointed December 5, 2012)
- Brett Vandale - Métis
- Rupen Pandya - Ministry of the Economy (appointed December 5, 2012)
- David Boehm - Ministry of Advanced Education
- Gordon Heidel - Ministry of Education (appointed December 5, 2012)
- Frank Burnouf - Northern Saskatchewan
- Doug Mitchell - Persons with Disabilities
- Brent Waldo - SIAST
- Marral Thomson - Women in Trades (resigned December 11, 2012)
- Roxanne Ecker - Women in Trades (appointed April 18, 2013)

The Commission Board has adopted the following standing and ad hoc committee structure to facilitate the work of the Board in developing recommendations for the Board's consideration. As of May 13, 2013, the committees are as follows:

Board Standing Committees

Executive Committee

Assists the Board by providing guidance and advice in relation to any matters delegated to it.

Members:

- Garry Kot, Chair
- Doug Christie
- Brett Vandale
- Brent Waldo

Finance/Audit Committee

Assists the Board by ensuring the adequacy and effectiveness of the financial reporting, internal controls and management information systems.

Members:

- Brett Vandale, Chair
- Linda Turta
- Troy Knipple
- Bryan Leier
- Leonard Manitoken
- Greg Gaudet

Governance Committee

Assists the Board by providing guidance and advice in relation to board governance, processes, policies and principles.

Members:

- Brent Waldo, Chair
- Monte Allan
- Bryan Leier
- Tim Earing
- Brett Vandale
- Leonard Manitoken

Current Board Ad Hoc Committees

Standards Committee

Assists the Board in considering issues related to standards of training, certification, examinations, curriculum and entrance requirements, and to provide guidance to Trade Boards on standards related to those issues.

Members:

- Troy Knipple
- Doug Christie
- Monte Allan
- Garry Kot
- Jim Deck

Trade Board Appointments Committee

Assists the Board by reviewing and developing recommendations for the appointment of members to Trade Boards.

Members:

- Jim Deck
- Frank Burnoff
- Roxanne Ecker
- Tim Earing
- Greg Gaudet

Inclusion and Program Innovation Committee

Assists the Board by providing guidance and advice in relation to inclusionary practices and innovation in apprenticeship programming.

Members:

- Linda Turta
- Troy Knipple
- Doug Mitchell
- Roxanne Ecker
- Gord Heidel
- Frank Burnoff

2012-13 Year in Review

Growing Saskatchewan's workforce in the skilled trades is the primary goal of the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC). The shortage of workers in the skilled trades continues to be one of the critical issues facing the province of Saskatchewan. The apprenticeship and certification systems are key to addressing these shortages.

The SATCC provides the framework for workplace training, manages the apprenticeship system, coordinates technical training, and creates the opportunity for certification in 47 designated trades and 23 sub-trades in Saskatchewan. Four of these trades are compulsory, in which tradespeople must be a journeyperson or apprentice; one is regulated; and 42 are voluntary.

There are multiple paths to achieve journeyperson certification. Through the apprenticeship system, apprentices learn on the job from a journeyperson, and in technical training from an instructor, as they work to become fully certified. Tradespeople who have accumulated the required number of hours in non-compulsory trades have the opportunity to write the journeyperson exam to become fully certified.

The SATCC operating year was July 1, 2012 to June 30, 2013. During this period statistics were as follows:

Newly Registered Apprentices	299
Completion of Apprenticeship Certificates	1,521
Journeyperson Certificates	1,664
Registered Apprentices	10,023
Apprentices Services Provided to	14,170
Employers with Registered Apprentices	2,750

The 10,023 registered apprentices is an 3.1% increase over the previous year and an 23.3% increase since 2007-08.

The demand for technical training continues to grow, and the Government of Saskatchewan has provided funding for additional technical training seats. This has allowed the SATCC to provide technical training to 6,200 apprentices. This is an increase of 59.4% over 2007-08. In addition, 97.8% of the technical training seats purchased by the SATCC were filled by SATCC clients, compared to 95% in 2011-12.

The SATCC has also worked to increase services to apprentices in technical training through regular meetings and collaboration with the SIAST, who is the largest technical training provider in the province, and with regional colleges throughout Saskatchewan.

In 2012-13, the SATCC Commission Board of Directors completed the 2012-2017 Strategic Plan. Working with a facilitator, the Board of Directors set out five strategic goals for the next five years. SATCC management then created an operational plan in order to achieve the desired results of these goals.

The Board of Directors also adopted best practices of Risk Management by receiving an update on risk management activities already in progress by Management. It then engaged in the identification and assessment of risks for incorporation into the Commission's Risk Management plan. A consultant-guided session allowed the Board of Directors to determine any potential issues that may affect the apprenticeship and trade system in advance and to determine what the priorities are moving forward. SATCC management will build on the session to put plans into operation.

Former CEO Joe Black retired in March 2013. Jeff Ritter was hired as his replacement in September of 2012, allowing for a six-month transition period.

The SATCC continued to expand on successful initiatives, collaborating with partners to make them possible. This includes the Saskatchewan Youth Apprenticeship (SYA) program and the SYA Industry Scholarships.

Registered Youth Apprentices	3,791
Registered SYA high schools	277
Scholarships presented to graduating Grade 12 SYA students ($1,000 each)	80

Aboriginal Apprenticeship Initiatives (AAI) are designed to increase Aboriginal accessibility, participation and success in apprenticeship trades by delivering training and work experience close to First Nations communities. AAI projects work to create long-term employment and economic development opportunities for the communities.

Registered Apprentices of Aboriginal Ancestry	1,383
- First Nations	905
- Métis	474
- Inuit	4
% Aboriginal of all Registered Apprentices	13.8%
Aboriginal Apprenticeship Initiatives	8
Total Funding Spent	$365,515

The SATCC continued to focus on increasing the number of women in predominately male trades. At June 30, 2013, there were 377 women working in these trades.

Apprentices live throughout Saskatchewan, with 55% living outside the urban centres of Regina and Saskatoon - at the same level as 2011-12. The average age of Level 1 apprentices is 27.6 years old, a slight increase from 24.5 in 2011-12.

During 2012-13 the SATCC developed methodology

for calculating the Real Completion Rates (RCR) for Saskatchewan apprentices.

Of all other Canadian apprenticeship jurisdictions only Alberta is doing completion research; so the SATCC based its RCR methodology on the Alberta methodology. The RCR is determined by dividing the number of apprentices who achieve journeyperson status (within 2 years after the expected end of program) by the number of apprentices who complete Level 1 in a given year.

The objectives of the SATCC completion research were to:

- Identify the RCR by trade for those completing in 2003-04 to the present; and

- Identify if apprentices complete in the prescribed trade program length, anywhere from two to four years.

The SATCC research found that for those Saskatchewan apprentices who completed in 2011-12, the completion rate in a compulsory trade was 72% and in non-compulsory trades was 62%, - for an average of 65% overall. This demonstrates a growth in completions over the eight year average, during a period of rapid growth and large demand. Most apprentices who completed did so within the expected program time.

The average completion rates for all Saskatchewan apprentices who completed their programs since the beginning of the SATCC, finishing between 2002-03 and 2011-12 are as follows:

Avg. RCR for all apprentices	58%
Avg. RCR for those who complete within expected program time	38%
Avg. RCR for those who complete within expected program time plus 1 year	15%
Avg. RCR for those who complete within expected program time plus 2 years	5%

Avg. RCR for compulsory trades	62%
Avg. RCR for those who complete within expected program time	41%
Avg. RCR for those who complete within expected program time plus 1 year	15%
Avg. RCR for those who complete within expected program time plus 2 years	6%

Many key partners make the apprenticeship system possible. The SATCC works closely with:

- Employers
- Apprentices and tradespersons
- Employer associations
- Unions
- Sector Councils
- The provincial government
- SIAST
- Saskatchewan regional colleges
- Other training providers
- Aboriginal organizations
- The Canadian Council of Directors of Apprenticeship (CCDA)

As part of the strategic planning exercise, the SATCC met with key industry partners to determine the goals of the various organizations.

In a typical apprenticeship contract, 85% of learning occurs in the workplace, with the balance in a technical training setting. The employer must provide opportunities for the apprentice to learn the broad range of skills in the trade, through working with experienced journeypersons.

The SATCC undertakes a number of activities to support the relationship between employers and apprentices including:

- Assisting employers, apprentices and supervising journeypersons to understand and meet the workplace training requirements of the apprenticeship program.
- Establishing and maintaining occupational standards in the skilled trades.
- Providing information about the services and benefits of the apprenticeship program to apprentices, tradespersons, workplace mentors and employers.
- Evaluating individual workplaces for the delivery of on-the-job apprenticeship training.
- Ensuring employers comply with journeyperson and apprentice training ratios.
- Developing and distributing standards and guidelines for the on-the-job training component.
- Developing workplace training plans for individual employers and apprentices.
- Developing, revising and/or approving technical training curricula for all designated trades in Saskatchewan.
- Developing, revising and validating examinations for use in designated trades in Saskatchewan.
- Participating in, and contributing to, the Interprovincial Standards Red Seal Program across Canada.

Each of Saskatchewan's 47 designated trades has dedicated industry representation through the participation of about 600 members who balance various interests on Trade Boards (TB), Curriculum and Examination Development Boards (CEDB) and Trade Examining Boards (TEB). These boards helped revise 35 interprovincial examinations and 141 provincially developed examinations and supporting documents.

Through the Interprovincial Standards Red Seal Program, tradespersons are able to obtain a Red Seal endorsement on their provincial/territorial certificates by successfully completing an Interprovincial Red Seal examination based on common standards. The program acknowledges their competence and ensures recognition of their certification

across Canada without further examination. While professional certificates or licenses are recognized by all jurisdictions under the Agreement on Internal Trade (AIT), the Red Seal provides the assurance that workers are qualified according to common standards of knowledge and competency as defined by industry. The Red Seal represents an interprovincial standard of excellence for the skilled trades prized by employers. The SATCC uses only Red Seal standards and examinations in those trades that are both Red Seal and provincially designated. The remaining trades are provincially designated and do not have a Red Seal equivalent.

The Canadian Council of Directors of Apprenticeship (CCDA) is responsible for the management of the Red Seal Program. The SATCC ensures Saskatchewan continues to take a leadership role in interprovincial apprenticeship activities by participating in CCDA committees and working groups as follows:

- The SATCC CEO is a member of the Policy and Procedures Committee of the CCDA, as well as the CCDA representative on the Strengthening the Red Seal Initiative Working Group.
- The SATCC Executive Director of Apprenticeship was the Chair of the Interprovincial Computerized Examination Management System (ICEMS) Working Group, leading the redevelopment of Canada's national "Red Seal" examination generation and statistics gathering software.
- The SATCC Director of Programs is Saskatchewan's representative on the Interprovincial Standards and Examination Committee (ISEC) and serves as past-Chair of this Red Seal Program national working group.
- The SATCC Manager of Research is a member of the CCDA Research Committee.
- The SATCC Director of Communications and Marketing is a member of the CCDA Communication and Promotion Committee.

2012-13 Performance Results

Introduction

During 2012-13, the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) 2012-17 Strategic Plan was developed in a Board-led process that identified long-term directions and priorities for the organization. Significant consultations were undertaken with stakeholder organizations as part of the Board's analysis and planning. SATCC Management created a business plan and operational plan consisting of key initiatives, outcomes and performance results in order to achieve the desired results for these goals and priorities.

This section articulates the performance results based on those plans for the Commission from July 1, 2012 to June 30, 2013. Further information regarding the Strategic Plan and the Business Plan can be found at the following links.

SATCC Strategic Plan http://www.saskapprenticeship.ca/wp-content/uploads/2012/05/Strategic-Plan-Oct-2012-web.pdf

SATCC Business Plan http://www.saskapprenticeship.ca/wp-content/uploads/2012/05/Business-Plan-Adopted-Sept-26-12.pdf

Strategy #1: Training

Increase the number of individuals successfully moving through the system.

Goal - More apprentices will progress through the system in an appropriate timeframe.

Key Initiative **Optimize the number of training seats for apprentices**	**Performance Results**
Target – 6,100 technical training seats available to apprentices	6,300 technical training seats available to apprentices
Target – Achieve a > 90% fill rate of technical training seats to optimize number of apprentices getting technical training	97.8% fill rate

Key Initiative **Maintain effective infrastructure and quality services to ensure additional skilled journeypersons are available for the Saskatchewan labour market**	**Performance Results**
Target – Greater Saskatchewan success on Red Seal exams than the national rate	SK Apprentices 75% National Average 68% SK Trade Qualifiers 59% National Average 49%
Target – Maintain or improve employer satisfaction with the ability of apprentices to perform tasks as expected	97% in 2013 survey - 96% in 2010 survey
Target – Maintain or improve employer satisfaction with quality of certified journeypersons in the 2013 Apprentice and Employer Satisfaction survey	81% in 2013 survey - 82% in 2010 survey

Strategy #2: Advocacy

Increase the effectiveness of SATCC relationship with government, industry, public, trainers and under-represented groups.

Goal - Achieve and maintain effective relationships with government.

Key Initiative **Continue to provide accurate and timely financial and operational reporting to the province to advance Government understanding of the importance of apprenticeship to the Saskatchewan Labour Market and achieve government grant revenue sufficient to provide technical training for apprentices and fund operations**	**Performance Results**
Target – Required reporting completed on time and within budget	- 2011-12 Annual Report tabled on time - 2012-13 operating and capital expenditures within budget

Goal - Achieve higher registration and completion rates among under-represented groups.

Key Initiative **Increased communications activity with underrepresented groups**	**Performance Results**
Target – Communications strategies focus on under-represented groups	- General ads and articles: 21 - Aboriginal focused ads and articles: 32 - SYA focused ads and articles: 14 - Women focused ads and articles: 17 - Employer ads and articles: 16 Total ads and articles: 100

Strategy #3: Funding

Secure sustainable funding from government, stakeholders and apprentices, adequate to support the labour market's training needs.

Goal - Achieve a balanced SATCC budget that meets labour market demands and delivers SATCC strategies.

Key Initiative **Ensure information regarding requirements and funding are provided in business plans, budgets and forecasts**	**Performance Results**
Target – Government grant and tuition revenue sufficient to train 65% of apprentices and fund operations.	- Technical training provided to 65% of registered apprentices (based 9,724 apprentices registered on July 1, 2012)

Strategy #4: Industry Needs

Identify short-term and long-term industry needs for training, apprenticeship numbers and skills.

Goal - Develop and manage an inventory of industry needs through industry engagement.

Key Initiative **Consult with industry sectors and trade boards**	**Performance Results**
Target – 3 to 6 industry sector and stakeholder consultations conducted annually	- Quarterly meetings between SIAST and SATCC Management staff - 1 facilitated consultation with the Saskatchewan Mining Association - The SATCC CEO consulted with 19 industry sector representatives and apprenticeship stakeholders.
Target – # of Trade Boards meetings	- 140 Trade Board meetings held

Strategy #5: SATCC Efficiency

Enhance SATCC's operational efficiency to meet stakeholder needs.

Goal - Implement the current continuous business improvement initiative, including ongoing applications.

Key Initiative **Assess current level of customer satisfaction**	**Performance Results**
Target – Develop baseline of positive feedback from clients for SATCC staff and services in the 2013 Apprentice and Employer Satisfaction survey	- 90% of apprentices and employers rate the SATCC services as exceptional or average/above average, with 59% rating the service as exceptional or above average - 84% of apprentices and 82% of employers are very satisfied or satisfied with SATCC staff.

Key Initiative **Undertake additional LEAN initiatives**	**Performance Results**
Target – complete LEAN initiatives	LEAN Projects Completed: - Processing of new apprentice applications - Computerized phone system - Process change for entrance and placement exams - Follow up with space cancelled clients for efficiency LEAN Projects On-going: - Scheduling of apprentice technical training

Summary of Financial Results

Grant Revenue

The provincial grant received from the Ministry of the Economy grew by about $122,000 in 2012-13, to $21,072,000, from $20,950,000 in 2011-12. This was the result of receiving additional funding of $259,000 for the operating grant. SATCC received one time funding from the Ministry of the Economy of $1,764,000, with $940,000 being recognized as revenue in 2011-12, while $824,000 was recognized in 2012-13. This resulted in a reduction in one time funding of $116,000 from prior year. There was a discontinuation of funding for the Centennial Merit scholarships (2011-12 funding was $20,875).

Fees

In 2012-13, the Commission received about $4,415,000 in fees for tuition, apprenticeship registrations, tradesperson applications and administrative services. This represents an increase of about $2,183,000 over the previous year. In the 2012-13 training year, tuition fees increased from $30 per week to $75 per week. There was also an increase in the number of tuitions paid, increased applications from foreign trained workers, and increased applications for written exams.

Industry Contributions

In 2012-13, industry donations of $141,000 were received for the Saskatchewan Youth Apprenticeship (SYA) Industry Scholarship Program.

Salaries and Personnel Expenses

Salary costs were about $4,273,000 in 2012-2013, which is about $158,000 over budget. The budget incorporated a 7% vacancy rate, while actual vacancies were 3.8%.

Program Contractual Services (Training Costs)

In the 2012-13 year, the Commission's training providers delivered training valued at approximately $18.0 million. Total training costs in the year were approximately $77,000 lower than the previous year, while training 362 more apprentices. A major cause of this is that classes were filled at a rate of 2.8% higher than prior year. The fill rate for 2012-13 was 97.8%.

It should be noted that although more apprentices were trained, the SIAST collective agreement was not settled, so these costs are not reflected in the training expense for 2012-13. These costs are only passed on by SIAST when actual costs are known. As well, costs were lower for Aboriginal Apprenticeship Initiatives program in 2012-13. These funds will carry forward to 2013-14 projects for this program. Additionally, there has been continued focus on cost by both SATCC and training providers.

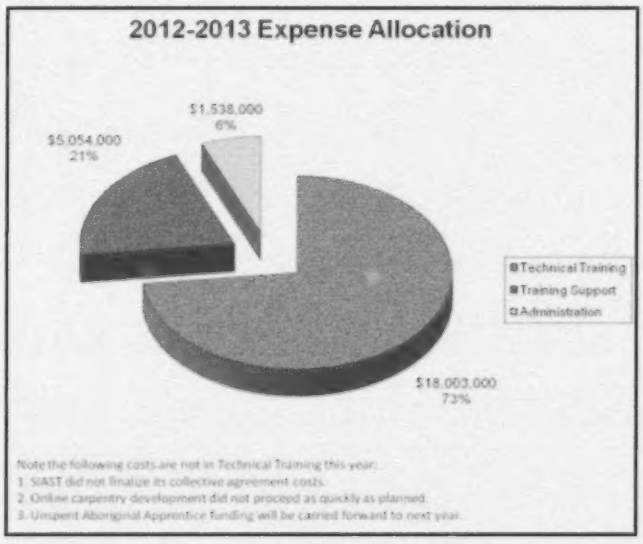
Advertising, Promotion and Printing Costs

Spending for advertising and promotional in 2012-13 increased by approximately $98,000 from 2011-12 as opportunities arose to meet Strategic Plan Initiatives. In addition, $96,000 was paid out for scholarships in 2012-13, in comparison to $27,000 paid in the 2011-12 fiscal year.

Budget Results versus Actual Results

The 2012-2013 year activity resulted in a surplus of about $1,244,000. The budget for the year had anticipated a deficit of $926,000. During the 2012-2013 year, actual revenues exceeded the budget by about $1,357,000 stemming from increased grant funding of $386,000 from the Ministry of the Economy for 2013-14. This was a result of an increase in new funding received for 3 months starting in April 2013. In addition, the SATCC recognized one time grant funding of $824,000 from the Ministry of the Economy. Lastly, there were increases in client fees, proceeds from products and services, as well as interest income.

During the 2012-2013 year, actual expenses were lower than budget by $813,000 stemming from program contractual services being under budget by approximately $897,000. This was primarily due to the delay in signing of the SIAST collective bargaining agreement, lower enrollment in some trades and capacity issues that caused the deferral of certain courses with low enrollment too late in the fiscal year to replace with other training. In 2012-13, the Aboriginal Apprenticeship Initiatives program had one project that was unable to proceed and some projects' final billing was lower than the initial proposal submitted, resulting in the funds being carried to the next year. Additionally, more emphasis was placed on filling apprenticeship classes to capacity. There was also lower spending than anticipated for the development of the on-line carpenter courses as the project did not proceed as quickly as planned.


2012-2013 Expense Allocation
$1,538,000
6%
$5,054,000
21%
$18,003,000
73%
Technical Training
Training Support
Administration
Note the following costs are not in Technical Training this year:
1. SIAST did not finalize its collective agreement costs.
2. Online carpentry development did not proceed as quickly as planned.
3. Unspent Aboriginal Apprentice funding will be carried forward to next year.

Accumulated Surplus

The accumulated surplus at the end of the fiscal year of $2.5 million is comprised of financial and non-financial assets. Net financial assets make up approximately $1.85 million of the total, of which approximately $139,000 is restricted for Aboriginal Initiatives; approximately $243,000 is designated for the SYA Industry Scholarships Program.

The Commission Board's policy requires a minimum calculated amount of $550,000 in financial assets to be maintained as a reserve to maintain operational needs. The Commission has met the criteria as the unrestricted net financial asset balance is slightly over $1,470,000 as at June 30, 2013. This balance includes the projected deficit for 2013-14 and funds for SIAST's collective bargaining agreement resolution. The net of these three items is a balance of $910,000 which is over the required minimum.

Budget Overview for 2013-14

The Commission has budgeted a deficit for 2013-14 in the amount of $308,000 after amortization. Training and Operating expenses will be monitored closely.

Wage-related and training costs in the 2013-14 budget were calculated based on anticipated changes in the public sector Collective Bargaining Agreements and provincial government guidelines for out-of-scope employees.

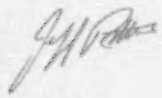
The budgeted salaries expense in 2013-14 includes a 4% vacancy rate. It is expected that some retirements and staff movement will continue for the foreseeable future.

Management Report
October 4, 2013

The consolidated financial statements have been prepared by management in accordance with Canadian generally accepted accounting principles.

Management has ensured that the consolidated financial statements are presented fairly in all material respects. Management maintains a system of internal controls over accounting and administrative practices to ensure that the information presented is accurate and reliable. These measures provide reasonable assurance that transactions are recorded and executed in compliance with legislation and required authority, and assets are adequately safeguarded.

The Commission Board is responsible for reviewing and approving the consolidated financial statements and ensures that management fulfills its responsibilities for financial reporting. The consolidated financial statements have been audited by the Provincial Auditor of Saskatchewan. The report follows.



Jeff Ritter
Chief Executive Officer

PROVINCIAL AUDITOR
of Saskatchewan

INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

I have audited the accompanying financial statements of the Saskatchewan Apprenticeship and Trade Certification Commission, which comprise the consolidated statement of financial position as at June 30, 2013, and the consolidated statement of operations and accumulated surplus, statement of change in net financial assets and consolidated statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards for Treasury Board's approval, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Saskatchewan Apprenticeship and Trade Certification Commission as at June 30, 2013, and the results of its operations, changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Judy Ferguson

Regina, Saskatchewan
October 4, 2013

Judy Ferguson, FCA
Acting Provincial Auditor

1500 Chateau Tower · 1920 Broad Street · Regina, Saskatchewan · S4P 3V2
t 306.787.6398 f 306.787.6383 e info@auditor.sk.ca
www.auditor.sk.ca

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Financial Position
As at June 30

	2013	2012 (Restated – Note 12)
Financial Assets:		
Due from General Revenue Fund (Note 3)	$ 4,333,006	$ 3,675,517
Accounts Receivable (Note 6)	85,676	1,004,356
Total Financial Assets	4,418,682	4,679,873
Liabilities:		
Accounts Payable and Accrued Liabilities	509,950	2,438,258
Accrued Leave Liabilities (Note 12)	420,353	368,787
Deferred Revenue (Note 7)	935,160	867,678
Deferred Contributions (Note 8)	700,776	552,236
Total Liabilities	2,566,239	4,226,959
Net Financial Assets (Note 10)	1,852,443	452,914
Non-Financial Assets		
Tangible Capital Assets (Schedule 1)	594,245	744,011
Inventory of Promotional Supplies	8,127	11,635
Prepaid Expenses	42,686	44,726
	645,058	800,372
Accumulated Surplus (Statement 2)	$ 2,497,501	$ 1,253,286

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Operations and Accumulated Surplus
For the Year Ended June 30

	Budget (Note 13)	2013	2012 (Restated – Note 12)
Revenue:			
Grants – General Revenue Fund	$ 19,862,000	$ 21,072,003	$ 20,950,369
Client Fees	4,341,600	4,415,316	2,231,985
Industry Contributions	120,000	120,481	27,303
Products and Services	139,000	175,844	185,961
Interest	20,000	55,571	46,939
Total Revenue	$ 24,482,600	$ 25,839,215	$ 23,442,557
Expenses:			
Salaries and Personnel (Note 12)	$ 4,114,800	$ 4,272,568	$ 4,004,150
Program Contractual Services	18,899,800	18,002,579	18,079,589
Amortization	159,300	155,961	157,061
Other Contractual Services	817,400	742,604	913,939
Board Expenses (Note 11)	148,400	140,683	154,467
Travel	243,300	187,828	183,728
Telephone	64,500	61,769	63,317
Advertising, Promotion and Printing	328,400	322,952	225,065
Space Rental	410,900	415,061	407,240
Equipment Rental	24,900	21,957	22,524
Office Supplies	64,300	93,142	78,545
Postage, Courier and Freight	98,000	117,154	126,064
Other	34,300	60,742	45,312
Total Expenses	25,408,300	24,595,000	24,461,001
Annual (Deficit) Surplus	$ (925,700)	$ 1,244,215	$ (1,018,444)
Accumulated Surplus, beginning of year		$ 1,253,286	$ 2,271,730
Accumulated Surplus, end of year (to Statement 1)		$ 2,497,501	$ 1,253,286

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Change in Net Financial Assets
For the Year Ended June 30

	2013	2012 (Restated – Note 12)
Annual Surplus (Deficit)	$ 1,244,215	$ (1,018,444)
Purchase of Tangible Capital Assets	(6,392)	(38,370)
Amortization of Tangible Capital Assets	155,961	157,061
Loss on Disposal of Tangible Capital Assets	197	435
	149,766	119,126
Acquisition of Prepaid Expenses	2,040	12,200
Reduction of Promotional Supplies Inventory	3,508	1,718
	5,548	13,918
Increase (Decrease) in Net Financial Assets	1,399,529	(885,400)
Net Financial Assets, beginning of year	452,914	1,338,314
Net Financial Assets, end of year	$ 1,852,443	$ 452,914

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Cash Flows
For the Year Ended June 30

	2013	2012
Operating Activities:		
Cash Receipts from General Revenue Fund	$ 22,012,003	$ 20,010,369
Cash Receipts from Clients	4,479,954	3,094,531
Interest Received	54,005	44,235
Industry Contributions Received	269,022	210,050
Receipts from the Sale of Products and Services	176,144	187,497
Cash Paid to Employees	(4,173,910)	(3,939,149)
Cash Paid to Suppliers	(2,285,409)	(2,111,736)
Cash Paid to Provide Program Services	(19,867,928)	(16,231,647)
Cash provided by Operating Activities	663,881	1,264,150
Capital Activities:		
Purchase of Tangible Capital Assets	(6,392)	(191,633)
Cash Applied to Capital Activities	(6,392)	(191,633)
Increase in Cash	657,489	1,072,517
Due from General Revenue Fund, beginning of year	3,675,517	2,603,000
Due from General Revenue Fund, end of year	$ 4,333,006	$ 3,675,517

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Consolidated Financial Statements
For the Year Ended June 30, 2013

1. Description of Business

The Saskatchewan Apprenticeship and Trade Certification Commission (the Commission) was established as an entity by *The Apprenticeship and Trade Certification Commission Act, 1999* effective October 1, 1999.

The Commission is an industry-led agency with a mandate to govern and manage the apprenticeship system in Saskatchewan. The purpose of the Commission is to develop industry occupational standards in apprenticeship trades and to provide services to employers and tradespersons supporting certification based on those standards.

2. Significant Accounting Policies

These financial statements are prepared in accordance with generally accepted accounting principles as recommended by the Public Sector Accounting Board of The Canadian Institute of Chartered Accountants and reflect the following significant accounting policies.

a) The Basis of Accounting

The accounts are prepared on the accrual basis of accounting.

b) Revenue

The revenue of the Commission consists of monies provided by the General Revenue Fund (Saskatchewan Economy and Saskatchewan Advanced Education) to operate the Commission and train apprentices, industry contributions, fees charged to apprentices, monies collected from the sale of products and services and interest revenue. Restricted contributions are deferred and recognized as revenue in the year in which the related expense is incurred. Amounts received for tuition fees, and products and services are recognized as revenue in the year that the goods are delivered or services are provided. Government transfers are recorded as revenue in the year they are authorized, any eligibility criteria are met, and a reasonable estimate of the amount can be made except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability.

c) Expenses

Expenses represent the cost of resources consumed during the period of operations. Expenses include a provision for the amortization of tangible capital assets.

d) Inventories

Inventories of promotional supplies are valued at cost and are expensed as they are consumed.

e) Tangible Capital Assets

Tangible capital asset purchases are recorded at cost.

Tangible capital assets are amortized on a straight-line basis over the following estimated useful life of the asset.

Office Equipment	5 years
Office Furniture	10 years
Computer Hardware	3 years
Leasehold Improvements	Life of lease
Computer Application Software	3 years
System Development	5 years

f) Joint Venture

The Commission has a 2.9% share in a joint venture called the Inter-Provincial Computerized Examination Management System (ICEMS). The results of the joint venture operations have been included in these financial statements using the proportionate consolidation method.

g) Use of Estimates

These statements are prepared in conformity with Canadian public sector accounting standards. These standards require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates. Differences are reflected in current operations when identified.

h) Accounting Policy Change

On July 1, 2012, the Commission adopted Canadian public sector accounting standards PS 1201 Financial Statement Presentation, PS 2601 Foreign Currency Translation and PS 3450 Financial Instruments retroactively without restatement of prior periods. The adoption of these standards had no significant impact on the Commission's financial results. In addition, the Commission adopted PS 3410 Government Transfers on a prospective basis.

i) Accrued Leave Liability

During the year the Commission set up an accrued leave liability in accordance with Canadian public sector accounting standard 3255 - Post-Employment Benefits, Compensated Absences and Termination Benefits. Please see note 12 - Accumulated Leave Benefit Obligation for the impact of this standard.

3. Due from the General Revenue Fund

The Commission's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan.

Earned interest is calculated and paid by the General Revenue Fund on a quarterly basis into the Commission's bank account using the Government's thirty day borrowing rate and the Commission's average daily bank account balance. The average rate for the period July 1, 2012 to June 30, 2013 was 1.089% (2012 – 1.06%).

4. Related Party Transactions

These financial statements include transactions with related parties. The Commission is related to all Saskatchewan Crown agencies, such as ministries, corporations, boards, and commissions under the common control of the Government of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. In addition, the Commission pays Provincial Sales Tax to the Saskatchewan Ministry of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

The Commission has not been charged with any administrative costs associated with administrative services provided by the Ministry of the Economy and the Ministry of Finance. Also, the Ministry of Finance paid for the employee benefits of the Commission.

The following table summarizes the Commission's transactions with other Government agencies that are not separately disclosed in the financial statements. These transactions are in the normal course of operations and are recorded at agreed upon exchange amounts.

	2013	2012
Expenses:		
Great Plains Regional College	$ 24,141	$ 24,286
Information Technology Office	317,430	332,180
Central Services	298,066	131,296
Northlands College	0	8,368
Parkland Regional College	136,239	196,748
SaskTel	62,699	65,784
SaskPower	321,061	309,332
SIAST	18,422,160	14,737,527
Southeast Regional College	0	23,365
Tourism Saskatchewan	88,763	0
Other Related Party Transactions	32,140	23,523
	$19,702,699	$15,852,409
Accounts Payable:	$ 201,254	$ 2,046,253
Accounts Receivable:	$ 45,000	$ 985,000

Other transactions and amounts due to and from related parties are described separately in the financial statements and notes.

Interprovincial Computerized Examination Management System (ICEMS)

The Province of Saskatchewan entered into an agreement with the Government of Canada, the nine other provincial governments and the three territorial governments to develop an Interprovincial Computerized Examination Management System (ICEMS). The Commission is a member of the ICEMS Steering Committee. The Commission has joint control over the operating policies of ICEMS.

The Commission's pro-rata share of its interest in this joint venture is as follows:

	2013	2012
Due from General Revenue Fund	$ 16,634	$ 15,252
Accounts Receivable	336	1,015
Accounts Payable and Accrued Liabilities	2,536	2,708
Revenue – Products and Services	24,023	5,013
Expenses – Other Contractual Services	23,147	26,330

The Federal Government collects the monies for ICEMS from the provinces and territories and forwards them to the Commission. The ICEMS Steering Committee approves disbursements from monies held in trust by the Commission to pay for the development of the ICEMS. Since these monies are held in trust for the ICEMS joint venture, they are not reflected in these financial statements, except as noted above. At June 30, 2013 the Commission held in trust cash for the ICEMS in the amount of $573,747 (2012 - $526,069). During the year, the Commission received $852,024 (2012 - $191,403) for ICEMS and disbursed $804,346 (2012 - $828,983).

5. Financial Instruments

The Commission's financial instruments include: due from the General Revenue Fund; accounts receivable; accounts payable and accrued liabilities; and accrued vacation leave. The carrying amount of these financial instruments approximates fair value due to their immediate or short-term maturity. The Commission is not exposed to significant credit, interest rate or liquidity risk from these financial instruments.

6. Accounts Receivable

Accounts receivable are composed of the following:

	2013	2012
Grants – General Revenue Fund	$ 45,000	$ 985,000
Interest receivable	13,921	12,319
Other	26,755	7,037
Total Accounts Receivable	$ 85,676	$ 1,004,356

7. Deferred Revenue

Deferred revenue is comprised of tuition fees received from apprentices before June 30, 2013 for training which will occur after June 30, 2013.

8. Deferred Contributions

Deferred Contributions represents unexpended funds externally restricted for the Saskatchewan Youth Apprenticeship Industry Scholarships and Saskatchewan Innovation and Opportunity Scholarship Programs. In 2012-13, the Commission received funds from industry totaling $141,000. In 2012-13, $7,540 was earned in interest.

9. Operating Lease

The Commission entered into lease agreements for rental space at 2140 Hamilton Street, Regina (expires June 30, 2017), 603-45th Street West, Saskatoon (expires July 31, 2016), and 141-15th Street East, Prince Albert (expires July 31, 2018). The annual lease payments agreed to are:

2013-2014	$210,927	2016-2017	$145,844
2014-2015	$211,844	2017-2018	$14,300
2015-2016	$211,844		

The Commission is responsible for the payment of operating expenses related to these premises.

10. Designated Assets

Designated assets represent amounts set aside by the Commission Board for specific purposes. These amounts are not available for other purposes without written permission of the Board. As of June 30, financial assets have been set aside for the following purposes:

	2013	2012
Financial assets designated for Aboriginal initiatives	$ 139,213	$ 76,527
Financial assets designated for Saskatchewan Youth Apprenticeship Industry Scholarship Program	243,224	207,764
Undesignated financial assets	1,470,006	168,623
Total Net Financial Assets	$ 1,852,443	$ 452,914

The fiscal year ending 2012 was restated due to a change in Accumulated Leave Benefit Obligation (Note 12).

11. Board Expenses

The Apprenticeship and Trade Certification Act, 1999 establishes the Commission Board and Trade Boards. The *Apprenticeship and Trade Certification Commission Regulations* establishes the Curriculum and Examination Development Boards and Trade Examining Boards. Honoraria and Travel expenses are paid to these board members for attendance at meetings.

The Commission Board manages the business and affairs of the Commission to ensure that they are conducted in accordance with *The Apprenticeship and Trade Certification Act, 1999* and regulations.

Other Boards in the table below include Trade Boards, Trade Examining Boards, and Curriculum and Examination Development Boards. Trade Boards are responsible for reviewing the Human Resource Plans and making recommendations to the Commission Board regarding entrance requirements, training requirements, certification requirements and changes to regulations. Trade Examining Boards assist in the examination of candidates and assessment of the applicant's past experience and training to determine the applicant's eligibility. The main role of Curriculum and Examination Development Boards is to develop or revise curricula suitable for the training of apprentices and tradespersons, develop or revise examinations to be administered to apprentices and participate in developing, revising and validating inter-provincial standard examinations.

	2013	2012
Commission Board - Honorarium	$ 10,342	$ 17,017
Commission Board - Travel	11,999	16,251
Other Boards - Honorarium	58,240	53,630
Other Boards - Travel	60,102	67,569
Total Board Expenses	$ 140,683	$ 154,467

12. Accumulated Leave Benefit Obligation

During 2012-13, a liability for an accumulated sick leave benefit obligation was reported in accordance with Canadian Public Sector Accounting Standards. The liability was accounted for retroactively with the restatement of 2011-12. This resulted in an increase to accrued leave liabilities, increase to salaries and personnel expense for 2011-12 of $36,436, decrease to net financial assets, beginning of year balance for 2011-12 of $168,459, resulting in a decrease to accumulated surplus, end of year balance for 2011-12 of $204,895.

	Original balance	Change	Adjusted balance
Accumulated Surplus			
2011-12 Accumulated Surplus, beginning of year	$ 2,440,189	$ (168,459)	$ 2,271,730
2011-12 Accumulated Surplus, end of year	$ 1,458,181	$ (204,895)	$ 1,253,286
Liabilities			
2011-12 Accrued Leave Liabilities	$ 163,892	$ 204,895	$ 368,787
Net Financial Assets			
2011-12 Net Financial Assets, beginning of year *	$ 1,506,773	$ (168,459)	$ 1,338,314
2011-12 Net Financial Assets, end of year	$ 657,809	$ (204,895)	$ 452,914
Expenses			
Salaries and Personnel Expense (2011-12)	$ 3,967,714	$ 36,436	$ 4,004,150

* attributable to 2010-11

13. Budget

The operating budget was approved by the Commission Board on September 26, 2012.

Schedule 1

Saskatchewan Apprenticeship and Trade Certification Commission
Tangible Capital Assets
As at June 30

	2013							2012
	Leasehold Improvements	Office Furniture	Office Equipment	Computer Hardware	Computer Application Software	System Development	Total	Total
Opening cost	$ 965,342	$ 279,641	$ 43,868	$ 117,832	$ 76,922	$ 253,525	$ 1,737,130	$ 1,725,521
Additions during the year	-	323	-	6,069	-	-	6,392	38,370
Disposals during the year	-	(246)	-	-	-	-	(246)	(26,761)
Closing cost	965,342	279,718	43,868	123,901	76,922	253,525	1,743,276	1,737,130
Opening accumulated amortization	353,268	152,379	40,093	116,932	76,922	253,525	993,119	862,384
Annual amortization cost	125,962	24,379	2,698	2,922	-	-	155,961	157,061
Amortization related to disposals	-	(49)	-	-	-	-	(49)	(26,326)
Closing accumulated amortization	479,230	176,709	42,791	119,854	76,922	253,525	1,149,031	993,119
Net book value of tangible capital assets	$ 486,112	$ 103,009	$ 1,077	$ 4,047	$ -	$ -	$ 594,245	$ 744,011

2012-17 Strategic Plan and 2013-14 Business Plan

The SATCC Board of Directors provides strategic leadership for the Commission through the development and approval of a strategic plan. The strategic plan is a road map for success, providing direction and focus for the Commission, ensuring it continues to meet the needs of the industry it serves.

Since the development of the current strategic plan in 2009, the SATCC has continued to experience growth in the demand for services, apprentice registrations, and training. The operational context for the SATCC continues to change and evolve.

The process to review and renew the 2009-12 Strategic Plan included the following.

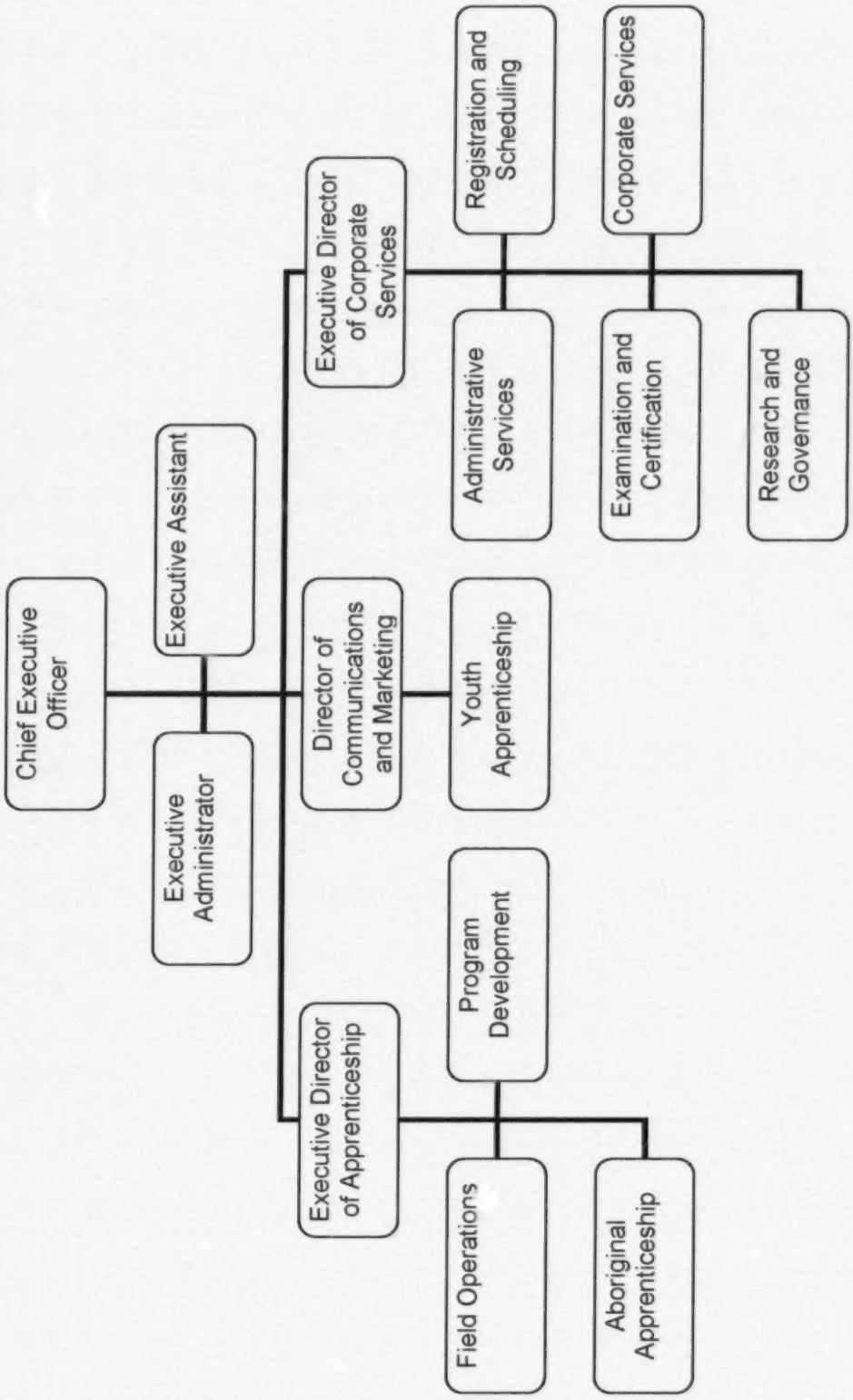
- Engaging HJ Linnen and Associates to support the Board's work;
- Consultations with a wide range of apprenticeship stakeholders;
- An environmental scan;
- Identification of key risks;
- Confirmation of the Commission's vision, mandate and values;
- Identification of the strategic goals and directions necessary to guide the SATCC over the next three years.

The SATCC Board approved the 2012-17 Strategic Plan. It can be found on the SATCC website at: http://www.saskapprenticeship.ca/publications-resources/other-reports-info/.

The 2013-14 Business Plan was adopted by the SATCC Board of Directors on August 30, 2013. It includes the goals, key actions and performance measures for the 2013-14 fiscal year as well as the annual budget that will support the operational activities.

The Commission's 2013-14 Business Plan can be found on the Commission website at http://www.saskapprenticeship.ca/wp-content/uploads/2013/09/2013-14-Business-Plan-Adopted.pdf

Appendix A:
Organization Chart - June 30, 2013



Appendix B:
Key Operational Factors

Key Operational Factors and Activities	July 1, 2012 to June 30, 2013	July 1, 2011 to June 30, 2012
Registered apprentices	10,023	9,724
Newly registered apprentices	3,348	3,202
Youth apprentices	3,791	3,508
Purchase of technical training seats	6,333	6,123
Technical training attendance	6,200	5,710
Upgrader/updaters in technical training (cost shared seats only)	148	115
Training allowance claims processed	6,200	5,710
Employer consultations	3,876	3,953
Work experience assessments administered	16,015*	21,206
Psycho-educational assessments administered	139	127
Written examinations administered	3,242	2,700
Practical examinations administered	425	363
Journeyperson certificates issued	1,664	1,682
Industry board/committee meetings held	140	125
Foreign trained worker consultations	231	208
Foreign trained worker assessment documents processed	2,881	1,957
Revenue generation (total non-grant revenue)	$4,415,000**	$2,338,000

*** The number of assessments decreased dramatically as a result of the LEAN initiatives implemented to this area.**
**** The revenue generation increase is due to an increase in tuition fees from $30/week to $75/week.**

Saskatchewan Apprentices: Registrations, Completions and Cancellations Five Year Overview 2008-09 to 2012-13					
Year	Newly Registered Apprentices	Journeyperson Certificates Issued (includes both apprentices and trade qualifiers)	Completions	Cancellations	Total Registered Apprentices
2012-13	3,348	1,664	1,521	1,528	10,023
2011-12	3,202	1,682	1,541	1,379	9,724
2010-11	2,854	1,576	1,328	1,220	9,442
2009-10	2,778	1,258	1,225	1,341	9,136
2008-09	2,827	1,235	1,036	997	8,924

Saskatchewan Apprentice Registrations of Under-Represented Groups 2008-09 to 2012-13						
Year	Total Number of Equity Members	Total Women	Women in Predominantly Male Occupations	Aboriginal People	Visible Minority	People with Disabilities
2012-13	2,720	884	377	1,383*	214	239
2011-12	2,662	950	355	1,288	174	250
2010-11	2,579	853	332	1,272	165	289
2009-10	2,697	824	228	1,216	92	277
2008-09	2,490	915	285	1,174	118	283

* Aboriginal people break down: First Nations - 905; Métis - 474; and Inuit – 4 (First year this break down has been reported)

Saskatchewan Youth Apprenticeship Program Five Year Overview 2008-09 to 2012-13					
Year	Total Number of High Schools Enrolled	Total Number of Students Registered as Youth Apprentices	Total Number of Students Issued a Certificate of Completion	Total Number of Youth Apprentices Who Registered as Apprentices in the Regular Apprenticeship Program	Total Number of SYA Presentations to School Groups
2012-13	277	3,791	305*	122	316
2011-12	265	3,508	743	151	327
2010-11	255	3,858	925	111	408
2009-10	242	4,464	1,138	131	330
2008-09	210	4,027	563	76	393

* Decrease in numbers due to a change in tracking and issuing of completion certifications. Previous numbers include students completing each level. Now the number reflects only those who are completed or will no longer be taking part in the program.

Aboriginal Apprenticeship Participation		
Year	Total Aboriginal Apprentices Registered at June 30	Certified Aboriginal Journeypersons
2012-13	1,383*	144**
2011-12	1,288	112
2010-11	1,272	123
2009-10	1,216	76
2008-09	1,174	71

* 905 First Nations; 474 Metis; 4 Inuit. 13.8% of total apprentices.
** 72 First Nations; 71 Métis; 1 Inuit. 8.7% of certificates awarded.

Certificates issued from July 1, 2012 to June 30, 2013:

- **Journeyperson* 1,664**
- **Proficiency* 77**
- **Completion of Apprenticeship* 1,521**
- **Learners* 188**
- **Apprentice Year Cards (issued to each apprentice at the completion of a level of training) 7,941**

*For an explanation of the type of certificates issued, please see Page 44, Appendix H: Definitions of Terms Used in This Report

Appendix C:
Registrations, Completions and Cancellations by Designated Trade 2012-13

Trade	Number of Apprentices June 30, 2012	Registrations	Cancellations	Completions	Number of Apprentices June 30, 2013
Agricultural Machinery Technician	212	86	34	24	240
Aircraft Maintenance Engineer Technician*					
Automotive Service Technician	385	147	86	94	352
Boilermaker	35	9	4	10	30
Bricklayer	67	13	17	10	53
Cabinetmaker	12	1	0	0	13
Carpenter	1,320	366	141	141	1,404
- Sub-trade: Framer	7	3	0	0	10
- Sub-trade: Scaffolder	285	95	21	28	331
Construction Craft Labourer	9	0	8	0	1
Cook	148	37	56	22	107
Crane and Hoist Operator	13	8	3	1	17
- Sub-trade: Boom Truck Operator "A"	45	31	12	7	57
- Sub-trade: Boom Truck Operator "B"	11	11	6	0	16
- Sub-trade: Hoist Operator	0	0	0	0	0
- Sub-trade: Hydraulic Crane Operator	62	37	9	10	80
- Sub-trade: Lattice Boom Crane Operator	5	0	4	0	1
- Sub-trade: Tower Crane Operator	4	2	2	0	4
Drywall and Acoustical Mechanic	0	0	0	0	0
Electrician	1,838	617	146	298	2,011
Electronics Assembler	11	1	3	0	9
Esthetician - Nail Technician	4	2	2	1	3
Esthetician - Skin Care Technician	3	3	3	0	3
Food and Beverage Person	43	23	6	12	48
Glassworker	23	2	16	3	6
Guest Services Representative	11	12	7	7	9
Hairstylist	497	214	165	146	400
Heavy Duty Equipment Mechanic	289	110	55	49	295
Horticulture Technician	2	0	0	1	1
Industrial Instrument Technician	112	75	13	34	140
Industrial Mechanic (Millwright)	526	154	59	97	524
Insulator	54	20	3	3	68
Ironworker Reinforcing Rebar	9	0	0	0	9
Ironworker Structural	134	29	12	8	143
Locksmith	7	0	1	0	6
Machinist	129	26	21	20	114
Meat Cutter	3	0	2	0	1
- Endorsement: Processor	0	0	0	0	0
- Endorsement: Slaughterer	0	0	0	0	0
Motor Vehicle Body Repairer	120	32	14	22	116
- Sub-trade: Motor Vehicle Body Refinisher	2	0	0	0	2

Trade	Number of Apprentices June 30, 2012	Registrations	Cancellations	Completions	Number of Apprentices June 30, 2013
Painter And Decorator	9	2	2	1	8
Partsperson	99	24	46	10	67
Pipeline Equipment Operator					
- Endorsement: Dozer Operator	4	0	3	0	1
- Endorsement: Excavator Operator	0	0	0	0	0
- Endorsement: Grader Operator	0	0	0	0	0
- Endorsement: Sideboom Operator	1	0	1	0	0
Plasterer	0	0	0	0	0
Plumber	978	339	109	156	1,052
Pork Production Technician					
Endorsement: Breeder	0	0	0	0	0
Endorsement: Facilities Maintenance	0	0	0	0	0
Endorsement: Farrowing	0	0	0	0	0
Endorsement: Grower-Finisher	0	0	0	0	0
Endorsement: Nursery Management	0	0	0	0	0
Powerline Technician	207	103	25	42	243
Refrigeration Mechanic	111	38	23	13	113
Rig Technician					
- Motorhand (Level One)	206	87	77	30	186
- Derrickhand (Level Two)	79	44	25	9	89
- Driller (Level Three)	57	36	19	2	72
Roofer	26	5	4	3	24
Sheet Metal Worker	272	78	49	28	273
Sprinkler Systems Installer	42	20	10	5	47
Steamfitter-Pipefitter	232	88	30	21	269
- Sub-trade: Petroleum Installer Technician	5	1	2	0	4
Steel Fabricator	50	13	9	11	43
Tilesetter	10	0	3	0	7
Truck and Transport Mechanic	190	70	31	27	202
Water Well Driller	0	0	0	0	0
Welder	709	234	129	115	699
- Sub-trade: Semiautomatic Welding Production Operator	0	0	0	0	0
TOTAL	9,724	3,348	1,528	1,521	10,023

** Aircraft Maintenance Engineer Technicians are registered by Manitoba Apprenticeship, to comply with Transport Canada regulations.*

Appendix D:
Attendance in Apprenticeship Technical Training Courses by Trade and Stage of Training 2012-13

Trade	Enrolment Levels				
	All Levels	First	Second	Third	Fourth
Agricultural Machinery Technician[1]	137	46	44	22	25
Aircraft Maintenance Engineer Technician	0	0	0	0	0
Automotive Service Technician	289	59	45	103	82
Boilermaker	38	11	10	7	10
Bricklayer	35	11	12	12	n/a
Cabinetmaker	5	0	1	1	3
Carpenter	932	271	224	269	168
- Sub-trade: Framer	0	0	n/a	n/a	n/a
- Sub-trade: Scaffolder	151	54	38	27	32
Construction Craft Labourer	0	0	0	n/a	n/a
Cook	30	0	12	18	n/a
Crane and Hoist Operator	8	5	3	0	n/a
- Sub-trade: Boom Truck Operator A	13	8	5	n/a	n/a
- Sub-trade: Boom Truck Operator B	0	0	0	n/a	n/a
- Sub-trade: Hydraulic	27	9	9	9	n/a
- Sub-trade: Lattice Boom Crane Operator	0	0	0	0	n/a
- Sub-trade: Tower Crane Operator	1	0	1	n/a	n/a
Drywall and Acoustical Mechanic	0	0	0	0	n/a
Electrician	1,545	431	443	335	336
Electronics Assembler	2	2	0	n/a	n/a
Food and Beverage Person**	12	12	n/a	n/a	n/a
Glassworker	5	1	0	1	3
Guest Services Representative**	12	12	n/a	n/a	n/a
Hairstylist*	0	0	0	n/a	n/a
Heavy Duty Equipment Mechanic	214	60	24	70	60
Horticulture Technician	2	0	1	0	1
Industrial Instrument Mechanic	42	12	10	10	10
Industrial Mechanic (Millwright)	368	103	96	72	97
Insulator	26	16	10	0	n/a
Ironworker Reinforcing Rebar	0	0	0	n/a	n/a
Ironworker Structural	59	24	23	12	n/a
Locksmith	3	2	1	0	n/a
Machinist	58	12	10	12	24
Meat Cutter	0	0	0	0	n/a
Motor Vehicle Body Repairer	81	12	12	33	24
- Sub-trade: Motor Vehicle Body Refinisher	0	0	0	n/a	n/a
Painter and Decorator	5	2	2	1	n/a
Partsperson	45	18	15	12	n/a
Pipeline Equipment Operator	0	0	0	NA	n/a
Plasterer[2]	0	0	0	0	n/a
Plumber	724	181	210	167	166

Trade	Enrolment Levels				
Pork Production Technician	0	0	0	n/a	n/a
Powerline Technician	190	59	39	45	47
Refrigeration Mechanic	80	32	24	12	12
Rig Technician	18	0	18	0	n/a
Roofer	0	0	0	0	n/a
Sheet Metal Worker	190	59	59	36	36
Sprinkler Systems Installer	24	10	7	7	n/a
Steamfitter-Pipefitter	195	83	42	42	28
- Sub-trade: Petroleum Installer Technician	1	0	1	0	n/a
Steel Fabricator	20	10	0	10	n/a
Tilesetter	1	0	1	n/a	n/a
Truck and Transport Mechanic	131	36	23	48	24
Water Well Driller	0	0	0	n/a	n/a
Welder	333	86	102	145	n/a
- Sub-trade: Semiautomatic Welding Production Operator	0				
Total Apprentices in Training	6,052	1,749	1,577	1,538	1,188
Total upgraders in Training	148				
TOTAL in Training	6,200				

[1]Aircraft Maintenance Engineer Technicians are registered with Manitoba Apprenticeship

[2]Plasterer - There is presently no technical training available in Canada for this trade

[*]Technical training is completed prior to registration. 2009-2010 had a pilot conducted using the apprenticeship model

[**]Technical training is in partnership with Saskatchewan Tourism

n/a - No applicable training for this trade/level

Appendix E:
Journeyperson Examinations 2012-13

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Agricultural Machinery Technician	37	21	16
Aircraft Maintenance Engineer Technician*	n/a	n/a	n/a
Automotive Service Technician	108	93	15
Boilermaker	12	10	2
Bricklayer	13	10	3
Cabinetmaker	5	n/a	n/a
Carpenter	207	140	67
- Sub-trade: Framer	1	n/a	n/a
- Sub-trade: Scaffolder	49	41	8
Construction Craft Labourer	33	21	12
Cook	92	33	59
Crane and Hoist Operator	6	n/a	n/a
- Sub-trade: Boom Truck Operator "A"	31	20	11
- Sub-trade: Boom Truck Operator "B"	6	n/a	n/a
- Sub-trade: Hoist Operator	n/a	n/a	n/a
- Sub-trade: Hydraulic Crane Operator	19	14	5
- Sub-trade: Lattice Boom Crane Operator	1	n/a	n/a
- Sub-trade: Tower Crane Operator	n/a	n/a	n/a
Drywall and Acoustical Mechanic	n/a	n/a	n/a
Electrician	417	312	105
Electronics Assembler	n/a	n/a	n/a
Esthetician - Nail Technician	10	8	2
Esthetician - Skin Care Technician	4	n/a	n/a
Food and Beverage Person			
Glassworker	3	n/a	n/a
Guest Services Representative			
Hairstylist	215	159	56
Heavy Duty Equipment Mechanic	95	71	24
Horticulture Technician	1	n/a	n/a
Industrial Instrument Technician	56	42	14
Industrial Mechanic (Millwright)	153	110	43
Insulator	1	n/a	n/a
Ironworker Reinforcing Rebar	n/a	n/a	n/a
Ironworker Structural	18	8	10
Locksmith	n/a	n/a	n/a
Machinist	30	23	7
Meat Cutter	n/a	n/a	n/a
Endorsement: Processor	n/a	n/a	n/a
Endorsement: Slaughterer	n/a	n/a	n/a
Motor Vehicle Body Repairer	33	28	5
- Sub-trade: Motor Vehicle Body Refinisher	n/a	n/a	n/a
Painter and Decorator	8	n/a	n/a
Partsperson	30	25	5

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Pipeline Equipment Operator	n/a	n/a	n/a
Endorsement: Dozer Operator	n/a	n/a	n/a
Endorsement: Excavator Operator	n/a	n/a	n/a
Endorsement: Grader Operator	n/a	n/a	n/a
Endorsement: Sideboom Operator	n/a	n/a	n/a
Plasterer	n/a	n/a	n/a
Plumber	212	159	53
Pork Production Technician	n/a	n/a	n/a
Endorsement: Breeder	n/a	n/a	n/a
Endorsement: Facilities Maintenance	n/a	n/a	n/a
Endorsement: Farrowing	n/a	n/a	n/a
Endorsement: Grower-Finisher	n/a	n/a	n/a
Endorsement: Nursery Management	n/a	n/a	n/a
Powerline Technician	49	47	2
Refrigeration Mechanic	15	12	3
Rig Technician			
- Motorhand (Level One)	n/a	n/a	n/a
- Derrickhand (Level Two)	4	n/a	n/a
- Driller (Level Three)	21	21	0
Roofer	3	n/a	n/a
Sheet Metal Worker	41	31	10
Sprinkler Systems Installer	5	n/a	n/a
Steamfitter-Pipefitter	49	38	11
- Subtrade: Petroleum Installer Technician	n/a	n/a	n/a
Steel Fabricator	17	15	2
Tilesetter	n/a	n/a	n/a
Truck and Transport Mechanic	47	33	14
Water Well Driller	n/a	n/a	n/a
Welder	235	140	95
- Subtrade: Semiautomatic Welding Production Operator	n/a	n/a	n/a
TOTAL	2392	1685	707

**Aircraft Maintenance Engineer Technicians are registered with Manitoba Apprenticeship to comply with Transport Canada regulations.*
n/a - Due to a SATCC privacy policy, results are not reported for trades with less than six journeypersons.

Appendix F:
Saskatchewan's Designated Trades and Industry Sectors

Agriculture, Tourism and Service Sector
Cook (IP)
Esthetician
- Nail Technician
- Skin Care Technician

Food and Beverage Person
Guest Services Representative
Hairstylist (IP)
Horticulture Technician (IP)
Locksmith
Meat Cutter
- □ Processor
- □ Slaughterer

Pork Production Technician
- Breeder
- Facilities Maintenance
- Farrowing
- Grower-Finisher
- Nursery Management

Construction Sector
Boilermaker (IP)
Bricklayer (IP)
Cabinetmaker (IP)
Carpenter (IP)
- □ Framer
- □ Scaffolder

Construction Craft Labourer (IP)
Crane and Hoist Operator (IP)
- □ Boom Truck Operator "A"
- □ Boom Truck Operator "B"
- □ Hoist Operator
- □ Hydraulic Crane Operator
- □ Lattice Boom Crane Operator
- □ Tower Crane Operator

Drywall and Acoustical Mechanic (IP)
Electrician (IP)*+
Glassworker (IP)
Industrial Mechanic (Millwright) (IP)*
Insulator (IP)
Ironworker Reinforcing Rebar (IP)
Ironworker Structural (IP)
Painter and Decorator (IP)
Pipeline Equipment Operator
- Dozer Operator
- Excavator Operator
- Grader Operator
- Sideboom Operator

Plasterer

Construction Sector (continued)
Plumber (IP)+
Powerline Technician (IP)
Refrigeration Mechanic (IP)*+
Roofer (IP)
Sheet Metal Worker (IP)+
Sprinkler Systems Installer (IP)
Steamfitter-Pipefitter (IP)
- □ Petroleum Installer Technician

Tilesetter (IP)
Water Well Driller

Production and Maintenance Sector
Electrician (IP)*+
Electronics Assembler
Industrial Instrument Technician (IP)
Industrial Mechanic (Millwright) (IP)*
Machinist (IP)
Refrigeration Mechanic (IP)*+
Rig Technician (IP)
- Motorhand (Level One)
- Derrickhand (Level Two)
- Driller (Level Three) (IP)

Steel Fabricator (IP)
Welder (IP)
- □ Semiautomatic Welding Production Operator

Motive Repair Sector
Agricultural Machinery Technician (IP)
Aircraft Maintenance Engineer Technician
Automotive Service Technician (IP)
Heavy Duty Equipment Mechanic (IP)
Motor Vehicle Body Repairer (IP)
- □ Motor Vehicle Body Refinisher (IP)

Partsperson (IP)
Truck and Transport Mechanic (IP)

□ *Represents a sub-trade or endorsement*
• *Represents a journeyperson certificate in the trade specialty*
* *The designated trade is part of more than one industry sector*
(IP) This trade or sub-trade is recognized with the Red Seal interprovincial status
\+ *Compulsory Trade*

Appendix G:
Definition of Terms Used in This Report

Act and Regulations: *The Apprenticeship and Trade Certification Act 1999* and regulations are the authority under which the program operates.

Apprentice: An individual who is working in a designated trade, has signed a contract of apprenticeship with his or her employer, and is registered with the Apprenticeship and Trade Certification Commission. Note: Apprentices are not students. They are employees in a skilled trade in which they are acquiring skills.

Apprenticeship Training: A system of training that has two main components: workplace training and technical training. The apprentice, the employer or joint training committee, and the Executive Director of Apprenticeship sign a contract of apprenticeship. Apprentices learn the knowledge and skills associated with a trade through workplace training which is supervised by a certified journeyperson, combined with technical training. Upon completion of the final level of training, apprentices are eligible to write the journeyperson examination.

Certificate of Completion of Apprenticeship: A certificate issued to an apprentice who has completed the prescribed apprenticeship term for their designated trade; has successfully completed all levels of required technical training; has met all requirements for the Journeyperson Certificate of Qualification; and has submitted a record book to the Commission in designated trades which require a record book.

Compulsory Apprenticeship: An individual must be an apprentice or a journeyperson to work in the trade. There are four compulsory apprenticeship trades in Saskatchewan: Electrician, Plumber, Refrigeration Mechanic and Sheet Metal Worker.

Designated Trade: An occupation designated under *The Apprenticeship and Trade Certification Act, 1999*. Designation of an occupation means that legislated rules apply; standards, technical training and certification examinations are established.

Interprovincial Standards Red Seal Program (Red Seal): A national certification program that assists workers seeking employment in any province/territory in Canada.

Journeyperson: An individual who has worked at a trade for several years, passed all examinations, and has been issued a Journeyperson Certificate of Qualification from the Saskatchewan Apprenticeship and Trade Certification Commission or other Canadian apprenticeship authority.

Journeyperson Certificate of Qualification: A certificate issued to a person pursuant to Section 29 of *The Apprenticeship and Trade Certification Commission Regulations.*

Learner's Certificate: A certificate in a designated trade issued to an applicant who has met the eligibility requirements set by the Commission and trade regulations.

Proficiency Certificate: A certificate is issued to reflect an individual's ability in a significant area of their trade.

Saskatchewan Apprenticeship and Trade Certification Commission (SATCC or the Commission): SATCC is responsible for administering the programs for apprenticeship training, trade certification, upgrading for non-journeypersons and updating for journeypersons.

Sub-trade: A branch of a designated trade that is recognized for training and certification purposes.

Tradesperson: An individual who is working at one of the non-compulsory designated trades, but is not an apprentice or a journeyperson.

Trade Qualifier: A tradeperson who is not a registered apprentice, but has established eligibility to challenge a certficiation examination.

Updating: Training designed to enhance the skills of an individual who already holds journeyperson certification.

Upgrading: Training designed to assist a tradesperson in preparing to take a journeyperson examination.

Voluntary Apprenticeship: Workers are encouraged to take apprenticeship training or attain journeyperson certification, but it is not a mandatory requirement to work in the trade.

Work (Workplace) Experience: Also known as "experiential learning." The experience an individual gains on a job site learning the skills and performing the actual tasks involved in the work of the trade/occupation.

Appendix H:
Saskatchewan Apprenticeship and Trade Certification Commission Offices

Head Office

Saskatchewan Apprenticeship and Trade Certification Commission
2140 Hamilton Street
Regina SK S4P 2E3
Phone: (306) 787-2444
Fax: (306) 787-5105
Toll-free: 1-877-363-0536
Email: apprenticeship@gov.sk.ca
Website: www.saskapprenticeship.ca

Regional Offices

Apprenticeship and Trade Certification Commission
Estevan Regional Office
1302A - 3rd Street
Estevan SK S4A 0S2

Apprenticeship and Trade Certification Commission
Northern Regional Office
Mistasinihk Place, 1328 LaRonge Avenue
Box 5000
La Ronge SK S0J 1L0

Apprenticeship and Trade Certification Commission
Moose Jaw Regional Office
W.G. Davies Building
Room 222, 110 Ominica Street West
Moose Jaw SK S6H 6V2

Apprenticeship and Trade Certification Commission
North Battleford Regional Office
1146 - 102 Street
North Battleford SK S9A 1E9

Apprenticeship and Trade Certification Commission
Prince Albert Regional Office
Box 3003
141 - 15th Street East
Prince Albert SK S6V 6G1

Apprenticeship and Trade Certification Commission
Saskatoon Regional Office
603 - 45th Street West
Saskatoon SK S7L 5W5

Apprenticeship and Trade Certification Commission
Swift Current Regional Office
Room 521.9, 350 Cheadle Street West
Swift Current SK S9H 4G3

Apprenticeship and Trade Certification Commission
Yorkton Regional Office
Room 302, 120 Smith Street East
Yorkton SK S3N 3V3